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C A T E G O R I E S O F T R A I N I N G P R O G R A M S

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GENERAL STATEMENT

The programs hereinafter listed are offered to members of this organization by the Office of Training (General). Intelligence training, Management and Clerical training programs are normally offered within the organization; all other training programs are normally available at external facilities, either domestic or foreign, on an individual or group basis. The Office of Training (General) makes every effort to meet individual training requests or training requirements submitted by the various offices, either through the development and conduct of training programs within the organization, or by the arrangement and provision of suitable training at appropriate external facilities. Under appropriate legislation, external facilities include domestic and foreign public or private institutions; trade labor, agricultural, or scientific associations; courses or training programs under the National Military Establishment, and commercial firms.

Training within the organization is available at the request of the Office Head concerned, within the limitations of the facilities available.

Training at external facilities is available within the framework of the established policy that such training is normally provided by the organization only for individuals: (a.) who declare their intention to make a career of service with the organization; (b.) whose qualifications indicate capability to meet the objective of the projected training; (c.) whose projected training, as recommended by the appropriate Office Board, and endorsed by the Office Head concerned, will benefit the organization either by increasing their capability to perform their current duty assignments more effectively, or by preparing them to undertake specified projected duty assignments requiring greater skill or responsibility; and (d.) whose utilization within the organization, upon completion of training, has been determined.

All requests for training are submitted for the approval of the Director of Training on appropriate training request forms provided for this purpose.

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II. A.

INTERMEDIATE INTELLIGENCE COURSES

Intermediate Intelligence Courses are conducted to provide professional personnel who have substantial on-the-job experience with training designed to develop their intelligence skills in relating their specialized competence to the field of intelligence. A 40-hour Research Methods Course and a 160-hour Scientific Intelligence Course are presently conducted. Additional courses of various content and length will be developed and conducted in response to requirements stated by the various offices for specialized intensive training in intelligence methods and skills.

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II. B. READING IMPROVEMENT PROGRAM

The Reading Improvement Course, an adjunct of training in the skills and techniques of intelligence, is a 35-hour course designed to improve the reading speed and comprehension of personnel of this organization.

It is planned to offer a series of courses designed to increase reading efficiency in various foreign languages.

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III. AREA AND LANGUAGE PROGRAMS

The following list of areas, countries within the areas, and the major languages of each is intended as a guide for the preparation of area and language training requirements. The following may be noted:

- a. A training requirement may be stated for an area as a whole, or for a country or combination of countries within any area. For example: a training requirement may be stated for the Far East or for China, or for China and Japan, as is desirable.
- b. The listing of languages under each area or country is not intended to be exhaustive. A non-listed language, appropriate to the area or country, as a native dialect, may be stated as required. For example: a training requirement may be stated for Kashmiri rather than the languages listed under India-Pakistan, as is desirable.

FAR EAST

Japan

Japanese

Korea

Korean

China

Chinese - Cantonese

Chinese - Mandarin

SOUTH ASIA

India - Pakistan

Bengali

Hindi

Urdu

Pashtu

Telugu

Afghanistan

Armenian

Azerbaijani

Persian

SOUTHEAST ASIA

Indochina

Vietnamese

Thailand

Thai

Burma

Burmese

Indonesia-Malaya

Indonesian

Malay

Javanese

SOVIET UNION AND PERIPHERY

USSR (European)

Russian

White Russian

Ukranian

USSR (Asian)

Mongolian

Turki

Kazakh

Uzbek

Persian

Armenian

Azerbaijani

Georgian

Poland-Czechoslovakia-Baltic

Polish

Slovak

Czech

Estonian

Lettish

Lithuanian

Hungary-Rumania

Hungarian

Rumanian

Yugoslavia-Bulgaria-Albania

Serbo-Croatian

Slovenian

Macedonian

Bulgarian

Albanian

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SOUTHEAST ASIA (Cont'd)

Philippines

Visayan

Tagalog

NEAR EAST AND NORTH AFRICA

Iran

Persian

Armenian

Azerbaijani

Lebanon-Syria-Iraq

Arabian Peninsula

Israel-Jordan

Egypt-Anglo Egyptian Sudan

North Africa

Colloquial Arabic-Syrian

Colloquial Arabic-Iraq

Colloquial Arabic-Egypt

Colloquial Arabic-Western

Classical Arabic

Hebrew

Turkey

Armenian

Turkish

Greece

Greek

CENTRAL AND SOUTH AFRICA

Central Africa

Swahili

Amharic

South Africa

Afrikaans

WESTERN EUROPE

Germany-Austria

German

Italy

Italian

France

French

Switzerland

German

Italian

French

Benelux (Belgium-Netherlands)

Luxemburg

Dutch

French

Spain-Portugal

Spanish

Portuguese

NORTH EUROPE

Norway

Norwegian

Sweden

Swedish

Denmark

Danish

Finland

Finnish

Iceland

Icelandic

LATIN AMERICA

Brazil

Portuguese

South America (other than

Brazil)

Spanish

Mexico

Spanish

ARCTIC (ALASKA, NORTH CANADA,
GREENLAND)

Eskimo-Aleut

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III. A. BASIC AREA SURVEY PROGRAM (PART TIME)

1. Program: Two 18-week area lectures and seminars, without language, presented after duty hours as evening classes in local training facilities.
2. Training Objectives: To provide basic knowledge of the area for personnel with little or no area training and limited on-the-job experience related to the area.
3. Prerequisite: Basic Intelligence Training or equivalent.

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III. B. BASIC AREA SURVEY PROGRAM (FULL TIME)

1. Program: Three to six months, full time, with or without languages, at domestic training facilities.
2. Training Objective: To provide basic knowledge of the area for personnel with little or no area training and limited on-the-job experience related to the area.
3. Prerequisite: Basic Intelligence Training or equivalent and satisfactory language aptitude, if applicable.

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III. C. INTENSIVE AREA LANGUAGE PROGRAM (BASIC - ONE YEAR)

1. Program: One year, full time, with language, at domestic training facilities.
2. Training Objective: To provide comprehensive basic knowledge of the area for personnel with little or no previous area training and limited on-the-job experience related to the area, and appropriate language training.
3. Prerequisite: Basic Intelligence Training or equivalent, and satisfactory language aptitude.

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III. D. INTENSIVE AREA LANGUAGE PROGRAM (ADVANCED - ONE YEAR)

1. Program: One year, full time, with language, at domestic training facilities.
2. Training Objective: To provide advanced or specialized knowledge of the area for personnel with previous basic area training or significant on-the-job experience related to the area, and appropriate language training.
3. Prerequisite: Basic Intelligence Training or equivalent, and Program III-A, III-B, or III-C above, or equivalent; satisfactory language aptitude.

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III. E. INTENSIVE AREA LANGUAGE PROGRAM (TWO YEARS)

1. Program: Two years, full time; one year domestic, one year overseas; area study combined with language study, and field trips within the area.
2. Training Objective: To provide language competence, area knowledge in depth, and first-hand area experience for highly qualified personnel with area specialist potential.
3. Prerequisites: Basic Intelligence Training, or equivalent, and satisfactory language aptitude.

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III. F.

OVERSEAS AREA STUDY PROGRAM

1. Program: Three months resident study and travel in the area, including seminars at overseas training facilities and briefings at Embassies of this government and its missions in that area.
2. Training Objective: To provide first-hand knowledge of the physical and human environment of the area, and of current policies, problems, and measures of the government within that area, including their effects in the area. For personnel with previous basic area training or significant on-the-job experience related to the area.
3. Prerequisite: Basic Intelligence Training or equivalent, and Programs III-A, III-B, or III-C, above, or the equivalent.

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III. G.

LANGUAGE PROGRAMS

1. Programs: Individually prescribed language training to meet a defined training objective, either within this organization or at appropriate external facilities.
2. Training Objective: To provide language competence for personnel of this organization at the following levels of proficiency:
 - a. Adequate for travel.
 - b. Adequate for research.
 - c. Adequate for translation.
 - d. Fluent but foreign.
 - e. Native fluency.
3. Prerequisite: Satisfactory language aptitude.

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IV. A. ECONOMIC AND INDUSTRIAL PROGRAM

1. Program: Individually prescribed economic or industrial training to meet a defined training objective.
2. Training Objective: To be defined by the Office concerned in each case.

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IV. B. SCIENTIFIC AND TECHNICAL PROGRAM

1. Program: Individually prescribed scientific or technical training to meet a defined training objective.
2. Training Objective: To be defined by the Office concerned in each case.

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IV. C.

THE MANAGEMENT TRAINING PROGRAM

The purpose of Management Training is better to utilize and therefore better to conserve the human and physical resources of this organization by advancing the knowledge and practice of the principles and techniques of effective management.

1. Program: Training at domestic governmental and non-governmental facilities in the management and administrative field to meet defined training objectives on an individual basis.
2. Training Objectives:
 - a. Top management training for executive personnel.
 - b. Management training for executive personnel of a lower grade.
 - c. Administrative training for Administrative Officer personnel.
 - d. Administrative training for junior administrative officer personnel.

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IV. C-1

The Human Resources Program

The Human Resources Program is a basic supervisory training program in human relations for supervisors in this organization. It consists of small group meetings, individual conferences, and follow-up meetings over an extended period, designed to assist supervisors to make the best and fullest use of personnel under their supervision, through the analysis and discussion of basic principles and techniques of management, the appraisal of work methods, and the application of concepts of effective human relations.

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IV. C-2 The Records Management Training Program

The Records Management Training Program is a 20-hour basic program in Records Management, designed to assist Records Officers to develop, organize, and administer the Records Management Program in all Offices of this organization.

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IV. C-3

The Basic Management Course

The Basic Management Course, is scheduled to begin in September of 1953 as a 40-hour course on the functions and principles of management for supervisors in this organization. It is planned to aim the course at the basic management problem of coordination, with emphasis on the case studies, discussion, and project reports based on on-the-job management experience.

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IV. C-4 The Administrative Support Conference

The Administrative Support Conference will be instituted in FY 1954 to resolve administrative operational problems through systematic communication between administrative officers and assistants and representatives of the service Offices of this organization on subjects such as finance, personnel, etc. A monthly series of two-hour seminar meetings are planned. Clarity in administrative policy and coordination in administrative procedure throughout all levels of this organization is the aim to be accomplished by this program.

IV. C-5

The Executive Conference

The Executive Conference is planned as a series of one-hour conferences twice a year with top management personnel of this organization, in order to inform them of current management problems within the organization and to secure their interest and support in the development of sound management policy on an organization-wide scale.

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IV. D.

CLERICAL TRAINING PROGRAM

Clerical Refresher Courses in various clerical subjects are available at the request of the Office concerned to improve and develop the skills of on-duty personnel in typing, shorthand, English usage, etc. Special courses for individuals or small groups are conducted to meet specific clerical training requirements of the various offices. All clerical refresher courses are 15-hour courses.

It is planned to add two new courses to the existing program: a course in area study for clerical personnel; and a course in office management for outstanding clerical personnel with potential administrative ability. Other courses will be developed in response to Office requirements.

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IV. E. DEPARTMENT OF DEFENSE SCHOOLS AND COLLEGES

In order to promote better understanding of the intelligence, command, and staff functions of the Armed Forces and thereby promote closer coordination between this organization and the Armed Forces, an agreement has been negotiated which establishes quotas for the training of qualified personnel of this organization in the various Department of Defense schools and colleges. Qualified personnel are selected for this training within the limit of established quotas.

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IV. F.

JUNIOR OFFICER TRAINING PROGRAM. (OCS)

Agreements have been negotiated with the Army, Navy, Air Force, and Marine Corps under which a limited number of personnel may be enlisted in the Armed Forces for tours of active-duty military training and duty, thereby discharging their military service obligation under the Selective Service Act, without prejudice to their careers in the organization. The normal tour for personnel enlisted under these agreements consists of basic training, Officers' Candidate School, commissioning in the appropriate reserve, further training appropriate to their military and intelligence development, and a period of active troop or sea duty, after which personnel return to the organization on an active-duty basis for the duration of their military service obligation and then resume civilian status with the organization.

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V.

OTHER AVAILABLE PROGRAMS*

1. Program: Individually prescribed training to meet a defined training objective.
2. Training Objective: To be defined by the Office concerned in each case.

* See GENERAL STATEMENT

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